

EDITED TASK LISTING

CLASS: LABOR RELATIONS ANALYST

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Conducts research on assignments and projects relating to various aspects of labor relations, (e.g. employee grievances, legislative analysis, controlled assignments, public inquiries, union information requests, etc.), to obtain and/or provide information utilizing Memorandums of Understanding (collective bargaining agreements), policies, procedures, laws and rules, past practice, etc. as directed by management.
2.	Prepares various written documents (e.g. correspondence, reports, memos, etc.) for the Governor's Office, Agency, Director, other elected officials, union officials, management, staff, etc., to provide information utilizing computer data base, collective bargaining agreements, policies and procedures, laws and rules, past practice, etc, as needed.
3.	Serves as management representative in various settings (e.g. contract negotiations, impact negotiations, unfair labor practice hearings, arbitration, State Personnel Board Hearings, grievance conferences, meetings, etc.) to protect the interest of the Department utilizing various resources such as policies, procedures, laws, rules, regulations, collective bargaining agreements, knowledge, skills, expertise, etc. by handling stressful or sensitive situations with tact and labor-management diplomacy as required.
4.	Assisting departmental personnel and other State agencies on inquiries related to the interpretation and application of laws, rules, policies, procedures, regulations and collective bargaining agreements to provide consistency in the application of negotiated contract provisions by utilizing experience, knowledge and expertise in the labor relations field as required.
5.	Meets with employee organizations (e.g. unions and bona fide associations) to resolve outstanding issues and seek resolution utilizing laws, rules, policies, procedures, regulations, knowledge, skills and expertise in the labor relations field as requested by management.
6.	Identifies problems through grievances, negotiations, meetings, etc., that may require changes to provide information and/or make appropriate recommendations for resolution utilizing policies and procedures, laws and rules, regulations, collective bargaining agreements, knowledge, skills, expertise, etc., in the labor relations field as needed.
7.	Analyze problems through grievances, negotiations, meetings, etc., that may require changes to provide information and/or make appropriate recommendations for resolution utilizing policies, procedures, laws, rules, regulations, collective bargaining agreements, knowledge, skills, expertise, etc., in the labor relations field as needed.
8.	Conducts surveys of departmental operations and practices to ensure compliance with collective bargaining agreements and departmental policies utilizing various resources as directed by management.

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9.	Develops training lesson plans for managers, supervisors and confidential employees on all areas of labor relations (e.g. contract administration, grievance handling, arbitration, unfair labor practices, impact bargaining, working with job stewards, basic supervision, etc.) to provide consistency in the application of negotiated contract provisions and labor relations policy utilizing, laws, rules, policies, procedures, regulations, collective bargaining agreements, knowledge, skills and expertise, etc., in the labor relations field as directed by management
10.	Provides training to managers, supervisors and confidential employees on all areas of labor relations (e.g. contract administration, grievance handling, arbitration, unfair labor practices, impact bargaining, working with job stewards, basic supervision, etc.) to ensure consistency in the application of negotiated contract provisions and labor relations policy utilizing, laws, rules, regulations, collective bargaining agreements, policies, procedures, knowledge, skills, and expertise, etc., in the labor relations field as directed by management.
11.	Attends meetings, seminars, training sessions, and conferences with other State agencies and departmental staff, etc. to exchange ideas, opinions, and practices that impact the effectiveness of statewide labor relations utilizing interpersonal skills, knowledge, professionalism and expertise in the labor relations field as directed by management.
12.	Assists the Department of Personnel Administration legal office in the development of an effective defense on the behalf of the Department on matters such as unfair labor practices, arbitration, and court hearings, etc. utilizing policies, procedures, laws, rules, regulations, collective bargaining agreements, knowledge, skills and expertise in the labor relations field as directed by management.
13.	Serves on various task groups/committees involving labor relations and related matters to make recommendations and to provide knowledge, experience, etc., on changes to policies, procedures, etc., and to ensure compliance with various laws, rules, collective bargaining agreements, etc. utilizing policies, procedures, laws, rules, collective bargaining agreements, knowledge, skills and expertise, etc. as directed by management.
14.	Processes Adverse Personnel Actions, Administrative Time Off memorandums, Letter of Instructions, etc. to ensure due process and consistency with the principles of progressive disciplines utilizing policies, procedures, laws, rules, collective bargaining agreements, knowledge, skills and expertise, etc. as directed by the appointing power.

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15.	Participates in Skelly Hearings by taking notes, clarifying questions and providing information to the Skelly Officer to ensure due process and make certain the hearings are conducted in compliance with State laws utilizing policies, procedures, laws, rules, collective bargaining agreements, knowledge, skills and expertise, etc. as directed by the appointing power.
16.	Acts as liaison between management and employees, union officials (e.g. field representatives, job stewards, etc.) to resolve outstanding labor issues utilizing interpersonal skills, knowledge, professionalism and expertise in the labor relations field as directed by management.
17.	Interviews employees, witnesses, other agency staff, etc., in preparation for hearings in various arenas (e.g. State Personnel Board Hearings, Employment Development Department appeals, mini arbitration hearings, etc.) to protect the interest of the Department utilizing interpersonal skills, knowledge, professionalism and expertise in the labor relations field as directed by management.